

INFORMATION BULLETIN

WELFARE-TO-WORK

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Date: June 8, 1999
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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
WELFARE-TO-WORK 15 PERCENT SUBGRANTEES
DOL WELFARE-TO-WORK 25 PERCENT SUBGRANTEES
COUNTY WELFARE DIRECTORS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF
EDD EXECUTIVE STAFF
WORKFORCE DEVELOPMENT BRANCH STAFF

SUBJECT: WtW USER GROUP MEETING, TUESDAY, JUNE 15, 1999

The purpose of this information bulletin is to invite you to attend a special Management Information System (MIS) User Group meeting at the Holiday Inn on June 15, 1999. This meeting will focus solely on Welfare-to-Work (WtW) reporting issues. A preliminary agenda is attached for your information. Further details regarding the meeting location and hotel reservations are provided below.

As you know, the WtW program has generated a great deal of interest from members of the Legislature, interagency partners, and various public and private organizations. The demand for information on the status of program activities has steadily increased each month and is expected to continue in the future. Timely and accurate reporting of WtW activities and expenditures is essential to meet the increasing demand for program information.

Unfortunately, the federal WtW reporting requirements are extremely complex and, in some respects, contrary to the standard business practices used in our administration of the Job Training Partnership Act (JTPA) program. The new requirements have created confusion among staff who are responsible for WtW reporting. This has had a negative impact on the quality and timeliness of WtW reports.

This meeting is intended to clarify the WtW reporting requirements and to provide a forum for WtW staff to share ideas on reporting solutions. The need to report participant costs by activity appears to be one of the major problems affecting the accuracy of WtW reports. For this reason, we are asking for your cooperation in designating staff to attend this meeting who are responsible for participant reporting, cost allocation, and other financial aspects of WtW reporting. If your MIS Administrator is not responsible for WtW reporting, there is no need for them to attend this meeting.

The meeting will be held at the Holiday Inn, which is located at 300 J Street, Sacramento, CA 95814. For reservations, please call (916) 446-0100. Guestroom reservations are available at the state rate of \$89.00 single/double occupancy, plus 12 percent tax, through June 10, 1999. Ask for the EDD room block. Guests will be

asked to give a credit card number to guarantee a room reservation. Check in time is 3:00 p.m.; check out time is 12:00 p.m.

Airport shuttle service to the hotel is available from Super Shuttle for \$10.00 each way. Reservations are required. Call 1-800-258-3826 one to two days in advance. Allow 20-30 minutes travel time from the airport.

Self-parking is available for hotel guests that stay overnight for \$5.00 a day. Valet parking for hotel guests not spending the night is \$8.00 a day. Covered city parking garage is available for \$12.00 a day. Directions for those who choose to drive are:

- If you are driving SOUTH to Sacramento, take I-5 South to the "J" Street exit. Turn right onto 3rd Street. The hotel is on the corner of 3rd and "J" Street.
- If you are driving NORTH to Sacramento, take I-5 north to the "J" Street exit. Turn a sharp right onto 3rd Street. The hotel is on the corner of 3rd and "J" Street.

We look forward to seeing you in Sacramento. If you have any questions regarding the meeting, please contact Betty Lai in the Data Analysis Unit at (916) 653-1516.

/S/ BILL BURKE
Assistant Deputy Director

Attachment

SPECIAL MIS USER GROUP MEETING

Holiday Inn
Sacramento, California
Tuesday, June 15, 1999

Agenda

9:00 – 9:15	Opening Remarks	Deb Cusimano
9:15 – 9:30	JTA Customer Support	Annette Wolfgang
9:30 – 9:45	JTA Release 3.19.0	Kristen Cooper
9:45 – 10:30	WtW Financial Reporting Issues	Dave Rexius
10:30 – 10:45	BREAK	
10:45 – 11:30	WtW Client Forms – Participant Tracking and Reporting Issues	Deb Cusimano
11:30 – 1:00	LUNCH	
1:00 – 1:30	Reporting WtW Participant Costs by Activity – Overcoming the Barriers	Open Forum
1:30 – 2:15	WtW Monthly Reporting Breakouts:	
	WtW 85 Percent Grants	Deb Cusimano
	WtW 15 Percent Grants	Don Miggie
2:15 – 2:30	Closing Remarks	Deb Cusimano

Agenda Adjustments: